

HOW TO OBTAIN A COPY OF A POLICE REPORT

1. YOU MAY ACCESS TRAFFIC ACCIDENTS ON-LINE

Available at www.wichita.gov/accident

(PDF Viewer is required)

Please be prepared with the following information:

Incident/Case Number (The year of the case plus six digits after the "C"; i.e. 07C000531)

Driver's first name, Driver's last name and street name

Date and time of Accident

Visa or MasterCard for payment

Email address for electronic receipt and summary of purchase

Accident Reports will be available within 10-15 working days of the incident.

Accidents over one (1) year old and accidents associated with any type of criminal case are NOT AVAILABLE.

2. YOU MAY MAIL IN YOUR REQUEST

Please attempt to include following information:

Incident/Case Number (The year of the case plus six digits after the "C"; i.e. 07C000531)

Full name, DOB and Social Security number of person(s) involved

Date and time of Accident or Incident

Location of Accident or Incident

Self-addressed envelope

Address where copy of report is to be mailed OR

Fax number where copy of report is to be faxed OR

Email address where copy of report can be sent (**ACCIDENT REPORTS ONLY-**

PDF Viewer is required)

Include Check or Money Order for copy of report issued to CITY OF WICHITA

Mail to: Wichita Police Department

Accident and Theft, 5TH Floor

455 N. Main

Wichita, KS 67202

3. YOU MAY PHONE IN YOUR REQUEST by contacting

ACCIDENT & THEFT at (316) 268-4261

Please be prepared with the following information:

Incident/Case number (The year of the case plus six digits after the "C"; i.e. 07C000531)

Full name, DOB and Social Security number of person(s) involved

Date and time of Accident or Incident

Location of Accident or Incident

Address where copy of report is to be mailed OR

Fax number where copy of report is to be faxed OR

Email address where copy of report can be sent (**ACCIDENT REPORTS ONLY-**

PDF Viewer is required)

Visa or MasterCard for payment

4. YOU MAY GO TO CITY HALL, 455 N. MAIN, 5TH FLOOR - Police Records
(Open Monday through Friday, 8:00 am to 4:30 pm, Closed Weekends and Holidays)

Please bring with you the following information:

Incident/Case number (The year of the case plus six digits after the “C”; i.e. 07C000531)

Full name, DOB and Social Security number of person(s) involved

Date and time of Accident or Incident

Location of Accident or Incident

Copy of photo ID (may be required)

Payment may be made by Check, Money Order, Cash, Visa or MasterCard

THE COST FOR REPORTS ARE AS FOLLOWS:

May require up to 10 working days for availability.

Traffic Accident - \$16.00

Media Copy of Case- \$10.00

Clearance Letters (**REQUIRED**: Copy of photo ID with date of birth) - \$15.00

Criminal History Background Check - \$15.00

Motion For Production Of Records - \$15.00

Reports will be available within 2-10 working days of the incident.

Accident Reports will be available within 10-15 working days of the incident.

There is *no charge* for a MEDIA copy of a report obtained by the “victim” or “reporting party” on the case.

Not ALL reports are available; if you have a question concerning a report please contact Police Records at (316) 268-4186.